

**ISSUE OF TENDER OF DOCUMENT**

Tender Doc. no. KSUM/KSUM/Office Asst/2022-23/596

This tender document set containing number of pages as shown in index sheet is issued to:

Bidder's name : \_\_\_\_\_

Bidder's address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone no : \_\_\_\_\_

Fax no. : \_\_\_\_\_

Fee for this tender document is Rs.\_900/-\_\_\_\_\_ (Rupees \_\_\_\_\_).

Sale of this tender document is against Demand Draft no. \_\_\_\_\_ dated  
\_\_\_\_\_ drawn on \_\_\_\_\_

Official receipt no. \_\_\_\_\_ dt \_\_\_\_\_.

Issued by: Chief Executive Officer,

KSUM

## BID SYNOPSIS

1	Tender no.	:	KSUM/KSUM/Office Asst/2022-23/596
2	Name and address of employer	:	CEO KSUM G3B, Thejaswini Building, Technopark Campus, Thiruvananthapuram 695581.
3	Name of service	:	Invite Tenders for facility Assistant on hire on Annual Contract basis
4	Place of service	:	G3B, Thejaswini, Technopark and KTIZ, Ernakulam
5	Scope of service	:	KSUM is looking for an energetic Office Assistant to undertake all front desk operations and administrative activity.
6	Period of service	:	One year
7	Cost of Tender document	:	Rs. 900/-
8	Date of issue of tender documents	:	From 23/08/2022 to 02/09/2022
9	Pre bid meeting	:	26/08/2022 11.00 am at KSUM Office, G3B, Technopark, Trivandrum

9	Tender document issuing authority	:	CEO KSUM
10	Last date of receipt of tender	:	02/09/2022 on or before 5.00 PM
11	Place of submission of tender	:	KSUM Office, G3B, Technopark, Trivandrum, 695581
12	Tender receiving authority	:	Admin KSUM Trivandrum 695581
13	Earnest money deposit	:	Rs. 6500/- in the form of Demand draft favouring Technopark-Technology Business Incubator payable at Thiruvananthapuram
14	Validity period of tender	:	120 days from date of opening of the bid
15	Date of tender Opening	:	03/09/2022, 11:00 PM

## **NOTICE INVITING TENDER**

### **Notice inviting tender:**

Kerala Startup Mission would like to invite Tenders for facility Assistant on hire on Annual Contract basis for the following conditions:

**Job Title :** Facility Assistant

**No: of Positions:** 2

**Location:** G3B, Thejaswini, Technopark and KTIZ, Ernakulam

**Duration :** One year

### ***Pre-qualification criteria:***

1. The bidder should be having valid license/registration in India. He should be in the business for not less than TWO years prior to the date of this tender.
2. The bidder should be running/managing a high quality manpower for an IT Establishment, PSU or reputed Private establishment

### **ii. Other conditions:**

- a. The bidder's firm should have valid PAN and GST registration with appropriate license to run the service.
- b. The bidder's firm should have PF, ESI and other applicable statutory registration.
- c. The bidder whose services/contract were prematurely terminated or blacklisted by Govt. organisation/ PSU will not be considered.

The Chief Executive Officer, KSUM, Thiruvananthapuram reserves the right to reject the request from any applicant for issue of tender without assigning any reason.

KSUM reserves the right to shortlist the applicants who meet the pre-qualification criteria for running the above facilities depending on their resources, experience and past records of successful operation.

The tender shall be submitted along with Earnest Money Deposit of Rs. 6500/- in the form of demand draft in favour of Technopark - Technology Business Incubator payable at Thiruvananthapuram. Tenders without the EMD will be summarily rejected.

Tender forms in the prescribed format will be available from [www.startupmission.kerala.gov.in](http://www.startupmission.kerala.gov.in) website (Tender). The completed tender documents may be submitted to the office of the undersigned before 5.0 p.m. on 02/09/2022

KSUM reserves the right to reject any or all applications without assigning any reason.

Chief Executive Officer, KSUM

G3B, Thejaswini Building, Technopark campus,

Thiruvananthapuram-695581

E-mail: [www.startupmission.kerala.gov.in](http://www.startupmission.kerala.gov.in)

# INSTRUCTION TO TENDERERS

## 1.0 Address to which the tender is to be submitted.

Admin, KSUM, Trivandrum, 965581

## 2.0 Last date and time of receipt of tenders.

On or before 5.00 p.m. on 02/09/2022

## 3.0 Submission of Tender:

3.1 Tenderer shall submit their offer sealed envelopes to be super scribed “**KSUM is looking for an energetic facility Assistant to undertake all front desk operations and maintenance activity in G3B, Thejaswini, Technopark and KTIZ, Ernakulam**” and address of the tenderer.

3.2 Tenders, as submitted, shall consist of the following:

- i. Complete set of tender documents as sold together with Addenda/Corrigenda duly filled in, signed and sealed by the tenderer.
- ii. Earnest Money Deposit in the manner specified.
- iii. Power of Attorney in original or a true copy thereof duly attested by a Gazetted Officer in case an authorized representative has signed the tender.
- iv. Documentary Proofs for substantiating the pre-qualification Criteria.
- v. Annexure A – Technical bid duly filled in.
- vi. Annexure B – Financial.

3.3 Tenders shall be submitted in original and without making any additions, alterations and as per details given in other clauses given hereunder.

3.4 No alteration or mutilation other than filling in particulars wherever called for, shall be made in the documents. Any changes deviations made by the tenderer on the bid document shall not be taken into consideration.

- 3.5 The tenderer shall go through all documents and each page of the bid document shall be signed, dated and returned with the bid by the tenderer as a token of having examined and accepted the same.
- 3.6 All signatures in tender document shall be dated as well as all the pages of all sections of tender documents shall be initialed at the lower- right hand corner- signed wherever required by the tenderer or by a person holding Power of Attorney authorising him to sign on behalf of the tenderer before submission of tender.
- 3.7 All corrections, scoring and alterations shall be attested by full signature of the tenderer.
- 3.8 The tender shall contain the name, residence and place of business of person or persons making the tender and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish the full names of all partners in the tender. It should be signed in the partnership's name by all the partners or by duly authorised representatives followed by the name and designation of the person signing. Tender by a Corporation shall be signed by an authorized representative, and a Power of Attorney in that behalf shall accompany the tender. A Copy of the constitution of the firm with names of all partners shall be furnished.
- 3.10 Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected.
- 3.11 KSUM shall have no responsibility for any delay or non receipt of tender documents sent by post or courier. Telex/Telegraphic/Tele-fax offers will not be accepted.
- 3.12 The tender documents are not transferable.
- 3.13 KSUM reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.

#### 4.0 **Earnest Money Deposit:**

- 4.1 Earnest Money accompanying the tender will be accepted only in the form of crossed Demand draft drawn on a Scheduled/Nationalised Bank in favour of Technopark Technology Business Inubator, payable at Thiruvananthapuram.
- 4.2 Cash or encashable Cheque or Insurance Guarantee or Fixed deposit receipt in lieu of the aforementioned form of Earnest Money will not be accepted.
- 4.3 No interest will be paid for the period during which the Earnest Money lies in deposit with the Owner.

- 4.4 Earnest Money will be adjusted against the Security Deposit to be remitted by the selected applicant.
- 4.5 If the applicant fails to appoint a Manpower for operation at C-DAC Trivandrum within two weeks from receipt of intimation from KSUM, the EMD will be forfeited and the facility will be entrusted to others for running.
- 4.6 EMD of the unsuccessful bidders will be returned after finalization of the contract. The decision of KSUM will be informed only to the successful applicant and the EMD of others will be returned after finalization of the contract.

5.0 **Agreement:**

An agreement shall be signed within 30 days from the date of acceptance of the offer from KSUM as per the format furnished by the Employer.

## **SPECIAL CONDITIONS OF CONTRACT**

KSUM/KSUM/Office Asst/2022-23/596

23/08/2022

Sub: Sealed Quotation for Annual Rate for Office Assistant

Kerala Startup Mission would like to invite Quotations for Office Assistant on hire on Annual Contract basis for the following conditions:

**Terms and Conditions:-**

**Job Title :** Office Assistant

**No: of Positions:** 2

**Location:** G3B, Thejaswini, Technopark and KTIZ, Ernakulam

**Duration :** One year, which can be considered for extension of 2 more years annually subject to satisfactory service.

**Job Description:** KSUM is looking for an energetic Office Assistant to undertake all front desk operations and administrative activity.

**Job responsibilities:** The responsibilities in specific includes duties like file management, stationary purchases, physical transit of office files to departments, cheques to banks, treasury visits, also assisting the front office administration, handling calls, issual of gate passes, support in maintaining inwards, outwards, letters etc., courier management, printing and allocation of ID cards & Visiting Cards for employees & fellows, file and record keeping, execution support of various meetings of KSUM (Boardrooms, EC meeting etc).

**Qualification:** +2 pass/fail

Candidates with experience in Office assistant will be given weightage

Candidates must have Two wheeler driving licence and own two wheeler

**Age** – Below 30 years as on 01.08.2022

**Salary:** Estimated cost Rs.4,32,000/- Lakh per year. (Rs.18000 per month per person)

The quotes should contain following details

Monthly rates (Including GST) for providing 2 manpower as detailed

In case of further clarifications please contact, 0471-2700270

**For Kerala Startup Mission**

ANNEXURE - A

**APPLICATION - TECHNICAL BID**

1.	Name of Tendering Company/Firm/ Agency	
2.	Name of Owner/ Partners/ Directors	
3.	Full Particulars of Office	
(a)	Address	
(b)	Telephone No.	
(c)	FAX No.	

(d)	E-Mail Address	
(e)	Name of the Bank(s) where the agency has account(s)	
(f)	Address of the Bank	
(g)	Telephone No.	
(h)	Fax No.	
4.	Registration Details (copies to be enclosed) :	
	(a) PAN / GIR No.	
	(b) GST No.	

	(c)E.P.F. Registration No.			
	(d) E.S.I. Registration No.			
5.	Details of Earnest Money Deposit			
(a)	Amount(Rs.)			
(b)	D.D. No. & Date			
(c)	Drawn on Bank			
(d)	Valid upto			
6.	Give details of the last 2 year's contracts, as on 23.08.2022, including details of present works			
	Name of the organisation, providing Employee service on a regular basis	Value of annual Contract/ Turn over (Rs.)	Duration of Contract	
			From	To
			dd/mm/yy	dd/mm/yy

A					
B					
C					
D					
E					

7.	Additional information, if any				

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

ANNEXURE – B

**Financial Bid**

**The quotes should contain following details**

<b>Requirement</b>	<b>Qty</b>	<b>Monthly rates</b>	<b>Monthly rates(Including GST</b>
Manpower	<b>2</b>		
	<b>Total</b>		

*In case of further clarifications please contact, 0471-2700270*